

Asset Services

Employment Application

PLEASE PRINT ALL
INFORMATION
REQUESTED EXCEPT
SIGNATURE

Email completed application to
Careers@AssetServices.com
or fax to 212-500-5961

PLEASE COMPLETE ALL PAGES.

DATE _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

How long _____ Social Security No. _____ - _____ - _____

Telephone (____) _____

Email _____

Position applied for _____
Days/hours available to work
No Pref _____ Thurs _____
Mon _____ Fri _____
Tue _____ Sat _____
Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When available for work? _____

Willingness to travel: 0% 25% 50% 75% 100%

DO YOU HAVE A DRIVER'S LICENSE? Yes No

What is your means of transportation to work? _____

Driver's license number _____ State of issue _____ Operator Commercial (CDL)

Chauffeur

Expiration date _____

Have you had any accidents during the past three years? How many? _____

Have you had any moving violations during the past three years? How Many? _____

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APPLICATION FOR EMPLOYMENT

Education	Name of School	Location (Complete Mailing Address)	Years Completed	Major and Degree
High School				
Post High School				

Work Experience

Please list your work experience for the **past five years** beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

May we contact your present employer? Yes No

Name of employer Address			
City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
Reason for leaving (be specific)		Your last job title	
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Please list two references other than relatives or previous employers.

Name _____

Name _____

Position _____

Position _____

Company _____

Company _____

Address _____

Address _____

Telephone () _____

Telephone () _____

Please describe any additional skills and why you would be a good fit for Asset Services. Attach additional pages if necessary.

Did you complete this application yourself Yes No

If not, who did? _____

PLEASE READ CAREFULLY

APPLICATION/EMPLOYMENT FORM WAIVER

In exchange for the consideration of my job application and/or continued employment by Asset Services, Inc. (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Asset Services, Inc., or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President of the Company. Both the undersigned and Asset Services, Inc. may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contact.

I understand that, in connection with the routine processing of this employment application or continued employment, the Company may request from a consumer reporting agency an investigative consumer report (Background Check) including information as to my credit records, character, general reputation, personal characteristics, and mode of living. The types of information that may be obtained include but are not limited to: credit reports (for certain employment positions only), social security number verification, criminal records checks, sex offender registry, public court records checks, driving records checks, educational records checks, verification of employment positions held, workers compensation records, personal and professional references checks, licensing and certification checks, etc. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act. I authorize the Company to perform the investigative consumer report, and indemnify the company from any liability resulting from the contact.

I authorize the Company to provide my vaccination history and test results, when relevant, to any Client that requires credentialing, to allow my presence at their facilities.

As a condition of my application being considered and/or continued employment with the Company, I understand and agree to undergo a drug test. I further understand that if my test results are positive, I will be subject to any action by the company up to and including termination. I authorize any medical professional to provide the results to the Company. I release the Company and any person conducting the testing from liability therefore.

I further understand that my employment relation with the Company is terminable at will for any reason by either party.

Signature of Applicant/Employee: _____ Date: _____

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.